

Sera Ysydes

• New York, NY • Phone: • E-Mail:

EXPERIENCE

Dalberg Global Development Advisors –Administrative Coordinator/Operations July 2103 – Present

- Executive Assistant to ten Partners across three offices in the US (NY, San Francisco and Washington, DC)
- NY Office Manager, in charge of maintaining the NY Office and provide professional needs of Consultants
- Financial Assistance: Quickbooks, Expenses, Expense Reporting, Bills, Data Sheets

Boothbay Management - Executive Assistant

- Assisted in coordination of meetings, preparation of materials and presentations
- Provided support including phone coverage, communication with clients, and office duties
- Assisted the Managing Principal

Meridian Capital Group - Commercial Mortgage Analyst/Loan Processor

- Handled the setting up of income and expenses
- Coordinated meetings with potential clients and provided support to the clients
- Sent transactions out to lenders, coordinated third party inspections and flow of documentation from the clients to the banks
- Reported to the Director, assisted with administrative duties

SV Capital - Marketing Assistant/Analyst

- Developed business relationships with high-net-worth individuals and attended as well as facilitated these meetings
- Compiled data and prepared sector reports and presentations for Chairman's fundraising efforts
- Analyzed potential investment and growth opportunities as well as marketing strategies for the growth of the fund
- Organized marketing/fundraising events for the management

United Nations – Permanent Mission of Turkey – Intern Jan 2009 – Aug 2009

- Effectively pitched to businessmen and world leaders on the significance of Turkish business and Diplomacy
- Researched and scanned global press and media coverage to gather data for daily news reports
- Attended UN meetings with Diplomats during the Presidency of Turkey in the Security Council
- Produced, edited and translated reports to the media for distribution to key participants
- Assisted with Turkish language interpreting and tutorials for international constituents
- Analyzed cross border socio-political issues impacting global business and economy

Outerstuff, Ltd. - Corporate & Social Responsibility Aug 2008 – Jan 2009

- Created and implemented new procedures for both internal and external communications with clients, brands and agents internationally
- Assisted the PR team with key licensors, retailers, brands and the global supply chain to enhance Outerstuff's global social responsibility program
- Analyzed and communicated key performance indicators in the areas of global human rights, health, safety and environmental issues relating to corporations
- Assisted with administrative activities such as phone coverage, extensive management of calendars, meetings and reports

Model - Freelance Fashion Model Sep 2003 - Oct 2010

- Specialized in editorial, advertising, and runway work in New York, Miami and Milan, Italy
- Booked runway fashion shows for such designers as Carolina Herrera, St John, Escada, Nanette Lepore, Vera Wang, and for such department stores as Neiman Marcus, and Saks Fifth Avenue

EDUCATION

The City University of New York, Hunter College 2005 - 2010
Bachelor of Arts, Political Science/International Relations

The American University of Rome 2009 - 2010

SKILLS/ACCOMPLISHMENTS

- Fluent in Turkish, Italian, French
- Recipient of Hunter College Scheuler Scholarship to monitor the 2008 Presidential Election in Caracas, Venezuela
- 2008 & 2009 winner of the Amelia Ottinger Award for excellence in the Art of Debate
- Member of the MicroFinance Club of New York
- Member of the Foreign Policy Association

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